

State of Nevada
State Emergency Response Commission
Hazardous Material Emergency Preparedness
2621 Northgate Lane, Suite 10, Carson City, NV 89706
(775) 687-6973 Fax: (775) 687-8798

Application Title Page
Original Signatures Required

Applicant Elko County L.E.P.C. P.O Box 787
Agency: _____ Address: _____
City: Carlin Zip: 89822 Phone No: 775-754-6969
FAX 775-754-6069 firedept@explorecarlinnv.com
No.: _____ E-Mail Address: _____
Name of LEPC William H. Johnston
Chair: _____
Debbie Armuth 775-753-7073 775-753-8535
Fiscal Officer: _____ Phone No: _____ Fax No: _____

Budget Summary:

Planning (rounded up)	\$	
Training (rounded up)	\$ 4928.00	
TOTAL PROJECT	\$ 4928.00	


LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:

On behalf of the Local Emergency Planning Committee, I certify this body has reviewed the grant application and agrees to abide by the Federal and State procedures which are related to the acceptance of funds.

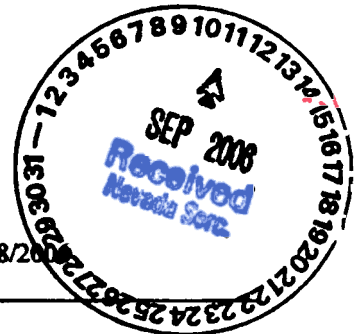
 Date: 9/8/2006
(Signature LEPC Chairman)

GOVERNING BODY APPROVAL: (County Commissioner or County Manager)

The Local Emergency Planning Committee has the approval to apply for funding through this grant.

 Date: 9/8/2006
(Signature)

Warren Russell Commissioner
(Print Name & Title)



STATE OF NEVADA

CHECK SHEET

A finalized grant must include the following

- G Title Page (two original signatures)**
- G Goals**
- G Objectives**
- G Budget**
- G Budget Narrative (detailed)**
- G Certified Assurances (two original signatures)**
- G LEPC Compliance Certification (original signature)**
- G 1 Original of the completed application packet**
- G Copy of the LEPC meeting minutes stating review and approval of this FFY07 HMEP grant application**

Include this COMPLETED form with grant application

HMEP GRANT 2007- TRAINING

Goal

Our goal is to keep up to date with the current developments in Hazardous Materials and ways to respond to haz-mat incidents.

Objective

Our objective is to send interested parties to a nationally recognized training seminar " HazMat Explo" in Las Vegas, NV November 13-16, 2006

Over the past few years our average number of attends have been 10 persons. We are asking for funding to cover expenses for 6 persons to attend HazMat Explo 2006.

Budget

Per Diem- \$101.50 per person for meals. Excluding Tuesdays breakfast and Wednesdays lunch.

Tuition- \$105.00

Rooms- 4 nights @ \$58.00 = \$232.00

Travel- mileage from Elko to Las Vegas

from Las Vegas to Elko 860 miles X \$.445= \$382.70

TOTAL- \$821.20 Per Person X 6= \$4928.00

HazMat Expo10

November 13 - 16, 2006

Individual Travel Expense Worksheet

Registration Fee (receipt) \$95.00 or \$105.00 with breakfast. \$ 105.00
Attendees sponsored by a LEPC and reimbursed from HMEP grant funds are not subject to regular \$150.00 or late registration fees. During registration, click on the NEVADA LEPC link.

Additional training courses (receipt) \$ _____

Hotel Room maximum \$58.00 X # of nights \$ 232.00

Per Diem - meals (maximum \$28.00 per day*)
Breakfast = \$5.50, Lunch = \$6.50, Dinner = \$14.00, \$ 112.00
Incidentals = \$2.00 per day

Deduct meals provided at conference (minus) \$ 12.00
Breakfast = \$5.50, if attending the Keynote Breakfast - Tuesday
Lunch = \$6.50, Exhibitor Luncheon - Wednesday, whether you participate or not.

Ground Transportation-round trip(receipt) To and from airport only \$ _____
Rental cars must be pre-approved by the SERC

Airline Ticket (receipt) maximum \$251.00 round trip \$ _____

Airport Parking (receipt) maximum \$12.00 per day \$ _____

Mileage (maximum \$0.445 per mile) \$ 382.70

TOTAL \$ 821.20
819.70

** If you are in travel status at or before 6:30 AM, you may claim breakfast.*
If you are in travel status during the period 11:30 AM - 1:00 PM, you may claim lunch.
If you are in travel status at or after 6:30 PM, you may claim dinner.

Travel status begins from the time a person leaves their home/work station and ends when they arrive back at their home/work station.

The state rate for reimbursement is \$0.445 per mile. If a personal vehicle is used for the employee's convenience, the reimbursement will be reduced to \$0.2225 per mile. **Rental cars must be pre-approved by the SERC.**

NOTE: (receipt) means a receipt must be submitted for reimbursement.
All reimbursement requests require a Travel Claim which must be signed by the traveler.

Technical assistance is available by the SERC staff. Please call (775) 687-6973 if you require further assistance.

The Original must be submitted to the SERC office or postmarked by September 8, 2006:

State Emergency Response Commission
2621 Northgate Lane, Suite 10
Carson City, NV 89706

NOTE: Please be prepared to make a presentation of the application to the Planning & Training Sub-Committee and/or the Funding Committee. The dates, times, and locations of these meetings will be announced.

CERTIFIED ASSURANCES

A COPY OF THESE ASSURANCES, IN ITS ENTIRETY, WITH ORIGINAL SIGNATURES, MUST ACCOMPANY THE GRANT APPLICATION

Upon acceptance of funding from the State of Nevada Emergency Response Commission (SERC), the lead governmental unit hereby agrees to the following Certified Assurances governing the awarding of funds.

- A) FINANCIAL REPORTS** – The grantee/sub-grantee agency is required to submit, at a minimum quarterly, financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state, and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for reimbursement if occurring prior to the award period. All funds need to be obligated by the end of the grant period stated in the grant award, and expended and reported on within 45 days from the end of the award period. Failure to submit proper reports pursuant to current policies may jeopardize reimbursement and/or future funding from the SERC.

- 1) **Request for advance:** May be used only if expenses total over \$2,000.00 and is accompanied by a dated purchase order or quote.
- 2) **Report on expenditure of advance:** Show the actual expenditure of the advanced funds. This report is due within 30 days of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent, or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days of the date of the check.
- 3) **Request for reimbursement:** Complete and submit a financial report form, at a minimum quarterly, for all expenditures funded by the grant. Include copies of dated invoices and proof of payment. Any other form of documentation for expenditures must be approved by the SERC staff. If additional funds are used toward the project, report those expenditures as a match in the appropriate line on the report form.
- 4) **Quarterly report required:** Financial reports are due at a minimum quarterly. If there are no expenditures within the quarter, a report with an explanation is required. Quarterly reports are due by the end of the month following the end of the quarter. Due dates for quarterly reports are as follows:

October 31	- (for reporting period July 1 to September 30);
January 31	- (for reporting period October 1 to December 31);
April 30	- (for reporting period January 1 to March 30); and
July 31	- (for reporting period April 1 to June 30).
- 5) **Final report:** There will be no further expenditures. This grant is closed and no further reports are necessary. This report is due by the final report date (45 days after the end of the award period), or if no further funds will be spent prior to the end of the award period.

- B) GRANT CHANGE REQUEST** - Grant expenditures are authorized for the purposes set forth in this application as approved in the grant award and in accordance with all applicable laws, regulations, and policies and procedures of the State of Nevada and the applicable federal granting agency. Any request for change in the project must be submitted to the SERC and approved in writing or on the record prior to its implementation. Approval may be required by the Funding Committee if the change is significant (SERC Policy 8.7).

- C)** The applicant certifies, through the submission of the grant application for funding, neither the lead agency, county government nor any of its participating agencies are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- D)** The applicant assures that the fiscal accountability of the funds received from the State Emergency Response Commission (SERC) will be managed and accounted for by the lead agency's chief comptroller and that internal control and authority to ensure compliance with SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.
- E)** The applicant and its contractors will comply with the nondiscrimination requirements of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the American Disabilities Act of 1992.
- F)** The applicant will abide by audit requirements as specified in OMB Circular A-133, Audits of State and Local Governments as revised August 29, 1997.
- F)** Any publication (written, visual, or sound) issued by the sub-grantee describing programs funded whole or in part with federal funds, shall contain the following statement:
- "This program was supported by Grant # __7-HMEP-06-01_, awarded by the Nevada State Emergency Response Commission (and, if a HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the State Emergency Response Commission (and, if a HMEP grant, U.S. Department of Transportation)."
- H)** The applicant fully understands the State Emergency Response Commission (SERC) has the right to suspend, terminate, or de-obligate grant funds to any grantee/sub-grantee that fails to conform to the requirements or the terms and conditions of its' grant award.

- D) LOBBYING** - No grant funds appropriated will be paid, by or on behalf of the grantee/sub-grantee, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature.
- J) Project related income**, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the State Emergency Response Commission (SERC.)

SIGNATURES REQUIRED

GOVERNMENTAL UNIT (COUNTY COMMISSIONER OR COUNTY MANAGER)

NAME (PRINT): Warren Russell TITLE: Commissioner

SIGNATURE: War Russell DATE: 9/8/2006

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LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN

NAME (PRINT): William H. Johnston

SIGNATURE: W.H. Johnston DATE: 9/8/2006



RETURN THIS FORM WITH THE APPLICATION

LEPC COMPLIANCE CERTIFICATION

The following must be met by the Local Emergency Planning Committees (LEPCs) as a requirement for compliance with SERC policies and procedures. This checklist must be completed, signed, and returned annually by March 31, even if the LEPC is not a recipient of grant funds.

A check mark in the squares on the left will indicate a YES response.

G Have changes in the LEPC Bylaws and Membership list been submitted to SERC?

Bylaws reviewed/updated - Date: 3/21/06 Submitted: 4/05/06
Feb. 2006 Feb. 2006

Membership list reviewed/updated - Dated: 3/21/06 Submitted: 4/05/06
Feb. 2006 Feb. 2006

> G Have LEPC meetings been held, at a minimum quarterly, and have agendas and minutes of all meetings, including special meetings, been forwarded to the SERC? YES

G Has the LEPC submitted all required reports which summarize the financial management of the active grants (i.e., copies of invoices and verification of expenditures?)

G Has the LEPC reviewed and/or updated its hazardous materials emergency plan (or haz-mat portion of the jurisdiction's "all hazards" plan) within the last year? Have Plan review results and updates been submitted to the SERC in writing along with a copy of the LEPC meeting minutes documenting review of the Plan?

Review/update - Date: 3/2/06 Submitted: 4/07/06
Feb. 2006 Feb. 2006

G Has the LEPC conducted an exercise, tabletop or full scale, of its hazardous materials emergency response plan within the last year?

Indicate the date of the most recent exercise: 3/21/06 Reported: 4/25/06
April 2005 April 2005

G Has the LEPC met the annual requirement of publishing the Emergency Planning and Community Right-to-Know Act "information availability" in the local newspaper? Has the standard Affidavit of Publication been sent to the SERC?

Date of publication: 6/01/06 Affidavit Submitted: 9/25/06
June 2006 June 2006

As chairman of the Elko County Local Emergency Planning
County Name

Committee I attest all information provided on this eligibility certification is accurate.

Ψ [Signature]
LEPC Chair Signature

Date: 9/8/2006



ADMINISTRATIVE COMPLIANCE

LEPC Name: ELKO COUNTY

Fiscal Year: 2007

ANNUAL REQUIREMENTS:

	Completed:	Received:	Initials:
<input checked="" type="checkbox"/> Updated/ Reviewed HazMat Plan	Date: <u>03/21/06</u>	<u>04/07/06</u>	<u>BF</u>
<input checked="" type="checkbox"/> Exercise HazMat Plan and/or Real Event	Date: <u>03/21/06</u>	<u>04/25/06</u>	<u>BF</u>
<input checked="" type="checkbox"/> EPCRA - Affidavit of Publication	Date: <u>06/01/06</u>	<u>09/25/06</u>	<u>BF</u>
<input checked="" type="checkbox"/> LEPC Roster/ Membership	Date: <u>03/21/06</u>	<u>04/05/06</u>	<u>BF</u>
<input checked="" type="checkbox"/> Bylaws - Reviewed/ Updated	Date: <u>03/21/06</u>	<u>04/05/06</u>	<u>BF</u>

QUARTERLY REQUIREMENTS:

Agendas and Meeting Minutes				Rec. / Date		Rec. / Date		Rec. / Date	
	Agends(s)	Date	July	<u>08/01/06</u>	<u>08/22/06</u>	Aug	<u> </u>	Sept	<u> </u>
	Minutes	Date	July	<u>08/01/06</u>	<u>08/22/06</u>	Aug	<u> </u>	Sept	<u> </u>
2nd Quarter	Agends(s)	Date	Oct	<u> </u>	<u> </u>	Nov	<u> </u>	Dec	<u> </u>
	Minutes	Date	Oct	<u> </u>	<u> </u>	Nov	<u> </u>	Dec	<u> </u>
3rd Quarter	Agends(s)	Date	Jan	<u> </u>	<u> </u>	Feb	<u> </u>	Mar	<u> </u>
	Minutes	Date	Jan	<u> </u>	<u> </u>	Feb	<u> </u>	Mar	<u> </u>
4th Quarter	Agends(s)	Date	Apr	<u> </u>	<u> </u>	May	<u> </u>	June	<u> </u>
	Minutes	Date	Apr	<u> </u>	<u> </u>	May	<u> </u>	June	<u> </u>

NOTES:
